

Office Memorandum  
THE UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 10 December 1953

FROM : Acting Chief, Inspection &amp; Review Staff

SUBJECT: Weekly Activity Report

1. General.

a. O & M Service Survey of DD/P Logistics Functions (continued item).

A copy of the O & M Service summary report of the survey of administrative functions within the DD/P complex was requested. Upon receipt, report will be circulated for the information of concerned divisions.

2. Projects and Studies in Process.

a. Development of Inspection and Review Procedures and Operating Policies (continued item).

(1) Logistics Instruction specifying the functions and procedures of this Staff was reproduced and will be distributed approximately 14 December 1953.

(2) Organizational title of this Staff will be changed to the "Technical Review Staff" at the time the Logistics Instruction is distributed.

b. Preparation of Job Description (completed item).

As requested by C/LO, prepared in final form a description of the position for the Assistant Chief for Operations/LO.

c. Property Accountability and Audit (completed item).

As requested by C/SS, drafted a memorandum to the Deputy Director (Administration) relative to the establishment of a comprehensive Agency accountability system, the assignment of responsibility for the technical review of the system established and the assignment of responsibility for the conduct of property audits.

SECURITY INFORMATION

3. (5) Major Objectives.

a. Review of Logistics Office Organizational Elements  
(continued item).

Review of the work program of the Administrative Staff  
is approximately 35% completed.

25X1A9a



LO/I&R/JAS:ae